



Massachusetts Victim Assistance Academy Funding Tip Sheet For: VOCA, SAFEPLAN and DDTF Funded Agencies

The Massachusetts Victim Assistance Academy is an allowable training cost for VOCA, SAFEPLAN, and DDTF-funded agencies interested in sending staff to the MVAA. Please note the guidelines below.

- Have to be a VOCA, SAFEPLAN, or DDTF funded agency and program
- Up to \$650/person may be requested within a training line item in the budget to cover the costs of registration and travel to the Academy. Priority for reimbursement costs will be given to staff funded on the grant; reimbursement for non-grant funded staff can be requested, and will be considered pending the overall interest and number of funding requests received.
- Training costs are considered an administrative cost under VOCA and SAFEPLAN grants. The approved budget must meet the required breakdowns of the 75% direct/25% administrative costs for VOCA; and the 90% direct/10% administrative costs for SAFEPLAN
- If a program would like to re-allocate funds from their approved budget for the purpose of attending the MVAA, a budget amendment must be submitted through your VOCA, SAFEPLAN, or DDTF grants program specialist.
- If funds are approved to attend the MVAA, it does not guarantee a spot at the Academy. The identified staff must go through the application process and be accepted into the academy. If the staff person is not accepted to MVAA, the program will have the option to re-allocate the training funds to another allowable cost.
- Remember that these grants are reimbursement grants. The cost of the training must be paid up front, and billed to the appropriate grant, as with all other approved costs.
- VOCA and SAFEPLAN funded programs who are applying for FY2016 funds may include a request for MVAA funding in their requested budgets during the open bid process.

For more information please contact:

Dan Cooper, Director of Grants Management

Massachusetts Office for Victim Assistance

Phone: 1-617-586-1358

E-mail: Daniel.Cooper@state.ma.us



Massachusetts Office for Victim Assistance
1 Ashburton Place, Suite 1101, Boston, MA 02105
P: (617) 586-1340 ■ F: (617) 586-1341

MOVA@state.ma.us ■ [@MassMOVA](https://www.facebook.com/MassMOVA) ■ www.facebook.com/MassMOVA